

**17—8.5(231) Monetary civil penalties—notice of penalty.** The department on aging shall notify the officer, owner, director, or employee of a long-term care facility, assisted living program, or elder group home in writing by certified mail of the intent to impose a civil penalty. The notice shall include, at a minimum, the following information:

1. The nature of the interference and the date the action occurred.
2. The statutory basis for the penalty.
3. The amount of the penalty.
4. The date the penalty is due.
5. Instructions for responding to the notice, including information on the individual's right to

appeal.

[**ARC 8489B**, IAB 1/27/10, effective 1/7/10; **ARC 8939B**, IAB 7/14/10, effective 7/1/10]